

U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin

ISSUE DATE: February 6, 2009
CLOSING DATE: February 27, 2009

Recruiting Bulletin No. AF-09-2010-ADMINSPEC-03I
Seattle Regional Census Center
Bothell, WA

ADMINISTRATIVE SPECIALIST
GG-0301-5/7/9/11/12
Salary Range: \$32,718- \$71,889

PROMOTION POTENTIAL **GG-12**

NUMBER OF POSITIONS: **Few**

EXCEPTED SERVICE APPOINTMENT: **This is a one year Schedule A time-limited appointment with a possible extension not-to-exceed 9/30/2010.**

DUTY LOCATION: **Bothell, WA**

AREA OF CONSIDERATION: **Internal- All current Census employees serving on an appointment of longer than one year (i.e., time-limited, indefinite, or competitive appointment). Applicants must meet Time-in-Grade.**

Please note: *All current employees on a less than one year appointment, such as an LCO employee must apply to the external posting.*

DUTIES: The incumbent of this position works with the Administrative Coordinator at the Regional Census Center (RCC) to ensure timely processing of personnel and payroll documents. Incumbent is responsible for planning, organizing, and carrying out the administrative support functions within the RCC. Incumbent is responsible for establishing and maintaining the filing system for record keeping in the following areas: personnel, payroll, general administration, correspondence, etc. and be able to provide specific guidelines to subordinate personnel in record keeping. Applies knowledge of personnel procedures and regulations for a variety of personnel actions. Directly supervises personnel and/or payroll clerks. Incumbent will also assist in training clerical staff in personnel/payroll procedures, progress reporting and other administrative activities. Implements procedures and periodically reviews subordinate staff members work for auditing payroll and miscellaneous claims for validity, adherence to the rules and regulations, and accuracy. Maintains liaison with regional and Local Census Offices (LCO) staff for technical advice. May be required to travel to LCOs to provide administrative support for enumeration activities on-site throughout the region. Incumbent may be responsible for procurement, credit card, and small purchase actions. Incumbent is responsible for generating, monitoring and reviewing operational cost and corresponding reports. Incumbent conducts analyses and monitoring of operational cost and progress reports and all other budget, staffing, and resource related areas. Incumbent reviews claims for compliance with Department of Labor, Office of Worker's Compensation Programs regulations and guidelines and OSHA Safety regulations. Incumbent may oversee subordinate staff members, logging, processing, and forwarding claims to the local OWCP claims offices for adjudication.

QUALIFICATIONS: Applicants must have the experience **OR** education **OR** a combination of both, as indicated below.

GG-0301-05: EXPERIENCE: Applicant must have three years general experience that demonstrates experience in analyzing problems to identify significant factors, gather pertinent data, and recognize solutions while planning and organizing work, and have the experience to communicate effectively orally and in writing.

EDUCATION: Successful completion of a full four year course of study leading to a bachelor's degree that equipped that applicant with the knowledge of two or more administrative functions, such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, space, and/or leasing, or contracting in order to provide support and services to an organization.

GG-0301-07: EXPERIENCE: Applicant must have one year of specialized experience equivalent to the next lower grade level that provided the knowledge in one or more administrative functions, such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, space, and/or leasing, or contracting in order to provide support and services to an organization.

EDUCATION: Successful completion of a full four year course of study leading to a bachelor's degree in any area with Superior Academic Achievement or one full year of graduate education directly related to the position that provided knowledge of two or more administrative support areas, such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, space, and/or leasing, or contracting in order to provide support and services to an organization.

GG-0301-09: EXPERIENCE: Applicant must have one year of specialized experience equivalent to the next lower grade level that provided knowledge of two or more administrative support areas as personnel and payroll, recruitment, testing, and selecting, equal employment opportunity, finance, accounting, procurement, supplies, space, and/or leasing, or contracting, and the ability to provide advice and guidance on administrative matters.

EDUCATION: Two full years of graduate education or master's degree directly related to the position that provided of two or more administrative support areas such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, fiancé, accounting, procurement, supplies, space and/or leasing, or contracting, and the ability to provide advice and guidance on administrative matters.

GG-0301-11: EXPERIENCE: Applicant must have one year specialized experience equivalent to the next lower grade level that demonstrates the ability to provide administrative support services in two or more areas, such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, space and/or leasing, or contracting, and the ability to provide advice and guidance on administrative matters.

EDUCATION Three full years of graduate education or the Ph.D., directly related to the position that provided the knowledge of administrative support services in two or more areas such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, or contracting, and the ability to provide advice and guidance on administrative matters.

GG-0301-12: EXPERIENCE: Applicant must have one year of specialized experience equivalent to the next lower grade level that demonstrates the ability to provide administrative support services in two or more areas such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, or contracting and the ability to provide advice and guidance on administrative matters, or the ability to manage, assign work, set priorities, prepare schedules, evaluate performance and provide instruction and training.

EDUCATION: No substitution for education for experience is permitted.

Specialized experience is defined as follows: Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

You may qualify for a position based on your education, experience, or a combination of both. If qualifying based on education, you MUST submit a unofficial copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply official transcripts.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual statement addressing each of the following (number your answers 1, 2, & 3).** Please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc.

1. Experience applying methods and procedures in two or more administrative support areas such as staffing, recruitment, supplies, personnel, payroll, selection, financial management, travel, or procurement.
2. Experience providing advice and guidance on administrative matters.
3. Experience supervising, assigning work, setting priorities, and providing advice, instructions, and training to subordinate staff.

For further information on this vacancy you may contact Lori Ann Brockmeyer, HR Specialist at (425) 908-3053

HOW TO APPLY:

1. Each applicant must submit a completed Optional Application for Federal Employment OF-612 (PDF version is available on our Regional website, or at OPM.gov), **OR** a resume- listing your work duties and accomplishments relating to the job for which you are applying*. An Application for Federal Employment, SF-171 (obsolete), may also be used.
2. Each applicant must submit a completed Declaration for Federal Employment, OF-306 (PDF version is available on our Regional website, or at OPM.gov).
3. Each applicant must address the Evaluation Criteria questions above.
4. A complete and separate application must be submitted for each grade and posting (Internal/External) you are applying for.

*The following information is needed to evaluate your qualifications and determine if you meet the legal requirements for Federal employment. **This information MUST be included in your application package.** Failure to provide the information below may result in loss of consideration:

- Recruiting Bulletin number (e.g. AF-08-2010-PS-01), title, series and grade (e.g. GG-0301-**07**) for which you are applying.
- Full name, mailing address (including zip code), and day and evening phone numbers (with area code).
- Social Security number.
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veterans' Preference – Applicants claiming 10-point Veterans' Preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement/letter from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point Veterans' Preference. Applicants claiming 5-point Veterans' Preference **MUST** submit a DD-214 to receive preference (Member Copy-4, if applicable). The DD-214 **MUST** show the type of Discharge (e.g. Honorable/General).
- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and major field of study. Graduates of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.

- Paid and non-paid work experience related to the position. For each work experience Include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates (month/year), hours per week (full-time or part-time), salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes will not be accepted.

Individuals with a disability may request reasonable accommodations by calling (425) 908-3053

APPLICATION DEADLINE: Application materials must be received by the Closing Date of the recruiting bulletin. Applications received after this date *will not* be considered. You may submit your application by mail, by courier, or in person to:

U.S. Census Bureau
ATTN: Lori Ann Brockmeyer, HRS
19820 North Creek Parkway
Suite 100
Bothell, WA 98011

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statement in any part of your application, you may not be hired; or you may be fired after you begin; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Public law requires all new appointees to present proof of identity and employment eligibility.

ADDITIONAL INFORMATION:

- Employees who receive a Voluntary Separation Incentive Payment (VSIP) or "Buyout" and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.
- Payment of relocation expenses IS NOT authorized.
- Applicants must be 18 years of age or older to be hired.

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.